



Administrative Supervisor

Department: Countywide

Class Code: 1721

EEO Code: 25

FLSA: E

Effective: 01/01/2000

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of moderate difficulty in planning, coordinating and supervising office clerical and administrative functions for a County department; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned clerical and/or technical staff; assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures to assure sound fiscal control; coordinates preparation of annual budget; prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis and prepares recommendations regarding proposals for grants, services, budget, equipment, facilities etc.; compiles reports; coordinates activities with other departments and agencies; investigates and follows-up on citizen requests for service, complaints and requests for information; oversees the management of office records; supervises purchasing and store keeping activities and mechanical and building maintenance; monitors various service contracts; serves on staff committees; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principals of modern office management; of supervision and training principles and practices; of budget evaluation, preparation and control; of word processing, spreadsheet and data base software packages.

Considerable skill in planning and supervising administrative and support functions; in interpreting and analyzing fiscal and technical data for decision making; in communicating effectively both orally and in writing; in establishing and maintaining effective working relationships with employees, supervisors and the general public.

MINIMUM EDUCATION AND EXPERIENCE:

Associate's degree in business administration or related field and three to five years of secretarial or office administration experience including two years of supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
